



2929 Bluff Road, Indianapolis, IN 46225
317.786.2957 Office 317.786.2958 Fax

March 2, 2022

Minority and Women's Business Enterprises Division
402 W. Washington Street, Room 2469
Indianapolis, IN 46204

Re: HVAC Renovation Cyber Crimes Unit – ISP Post #52
Department of Public Works Project No. 49024002-22-036-C1
Bid Due on Thursday, March 17, 2022 at 1:30 p.m.

To Whom It May Concern:

Ellis Mechanical will be bidding the above-referenced project as a prime contractor and would like to invite quotes from IDOA certified MBE/WBE contractors/suppliers. We are seeking sub-bids for the following: **Electrical, Insulation, Test and Balance, and Material Suppliers.**

Documents can be obtained from the Eastern Engineering Plan Room (www.easternengineering.com) or by contacting Cheryl Schaffer at cheryl@ellismechanicalinc.com. If you have questions regarding the project, please call 317-786-2957 and speak to Tim Brabender.

We need your bid by the end of the day on Wednesday, March 16, 2022. You can fax your bid to 317-786-2958 or e-mail it to tim@ellismechanicalinc.com and cheryl@ellismechanicalinc.com.